

# *Fiscal Year 2017 Proposed Budget*



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TOWN ADMINISTRATOR**

**APRIL 12, 2016**



# FY 2017 Budget Summary



## ☐ Growth and Sustainability

## ☐ Budget Assumptions

- Increase Tax Levy to 2.5%
- Increase New Growth
- Increase Local Receipts
- Adjustments for Contractual Agreements

## ☐ Collective Bargaining Agreements

- CBA increases for AFSCME and Steelworkers were not included in FY 16 budget
  - ✓ 2% increase for FY 17
  - ✓ % increase year over year will be slightly higher as a result
- Police Contract – Expiring the end of FY 2016
  - ✓ No contractual increases budgeted
- Fire Contract – Expiring the end of FY 2016
  - ✓ No contractual increases budgeted



# FY 2017 Budget Summary

## □ Budget Priorities

- **Increase Police Department Staffing Levels**
  - ✓ **Staffing of 40 officers over next two years**
- **Increase Fire Department Staffing Levels**
  - ✓ **Three Year Plan – Staffing Level of 47**
    - **11 Firefighters per group**
    - **1 Fire Prevention Officer**
    - **2 Administrative Officers**
- **Update aging equipment for Public Safety Departments**
- **Increase training and professional development for Public Safety staff and Department Heads**



# FY 2017 Budget Summary



## ❑ Fiscal Year 2017 Budget

- **Balanced Budget of \$49,925,724**
- **3.16% increase**
- **\$1.5M increase from FY 16**

## ❑ General Fund

- **\$48,806,178 budget**
- **3.35% increase**
- **\$1.5M increase from FY 16**

## ❑ Sanitation Enterprise Fund

- **\$1,119,546**
- **4.25% decrease**
- **\$49,670 decrease**

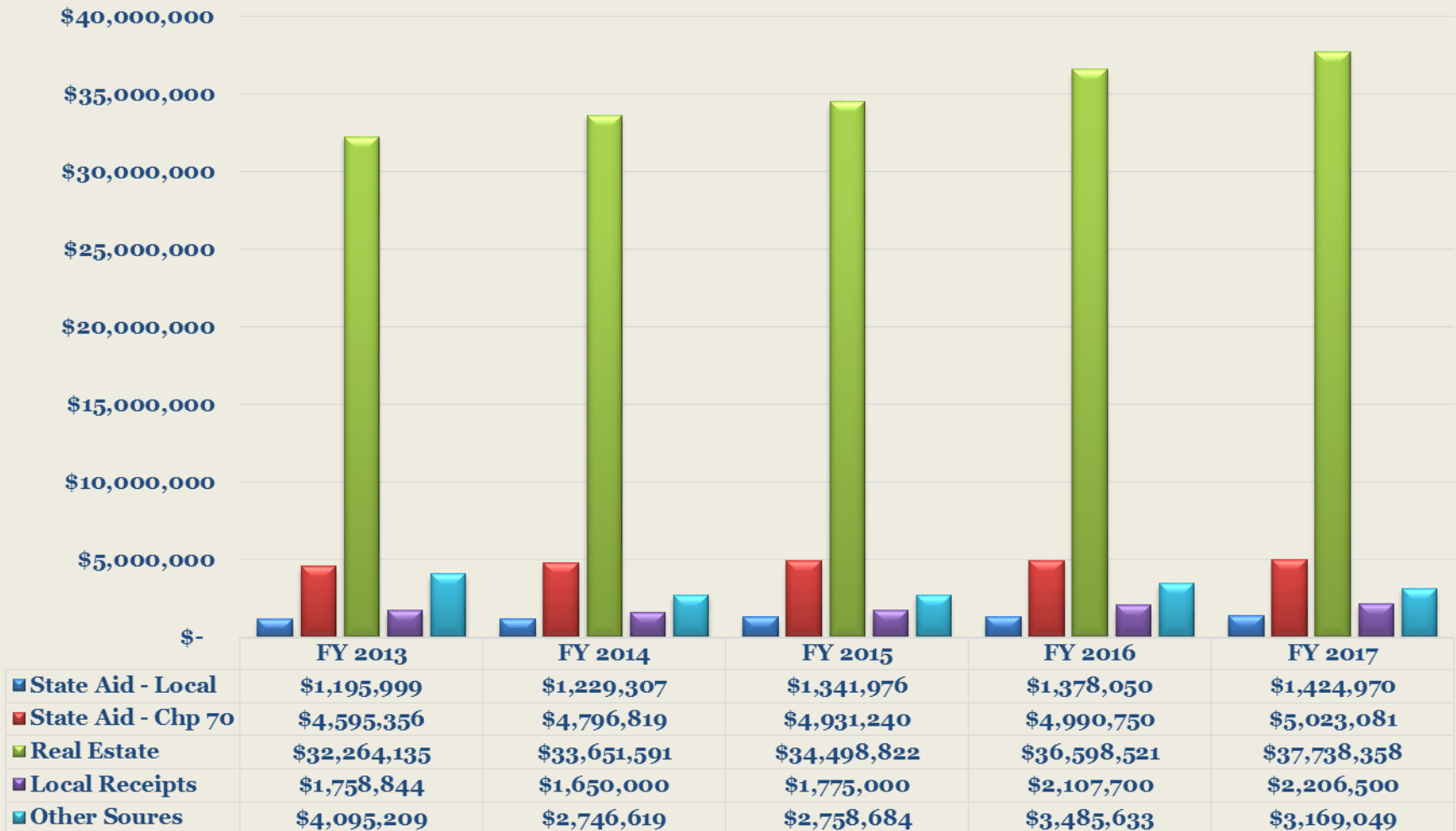


# FY 2017 Budgeted Resources

- ❑ **State Aid - \$6,448,051**
  - Governor's Numbers
  - Chapter 70 - \$5,023,081 (Increase of \$32,331)
  - Unrestricted Local Aid - \$1,424,970 (Increase \$46,920)
- ❑ **Tax Levy - \$37,838,358**
  - Prior Year Base - \$35,313,054
  - 2.5% Increase on base - \$882,826
  - Estimated New Growth - \$450,000
  - Debt Exclusion - \$1,192,478
- ❑ **Local Receipts - \$2,206,500**
  - 4.69% Increase or \$98,800
  - Increased revenue from Fire Department of \$85,000
  - Additional increase in Meals and Room Tax
- ❑ **Motor Vehicle Excise - \$2,175,000**
- ❑ **Other Sources - \$994,049**
  - No use of Free Cash
  - Indirect Costs - \$48,129
  - Ambulance Receipts - \$600,000
  - Other - \$345,920



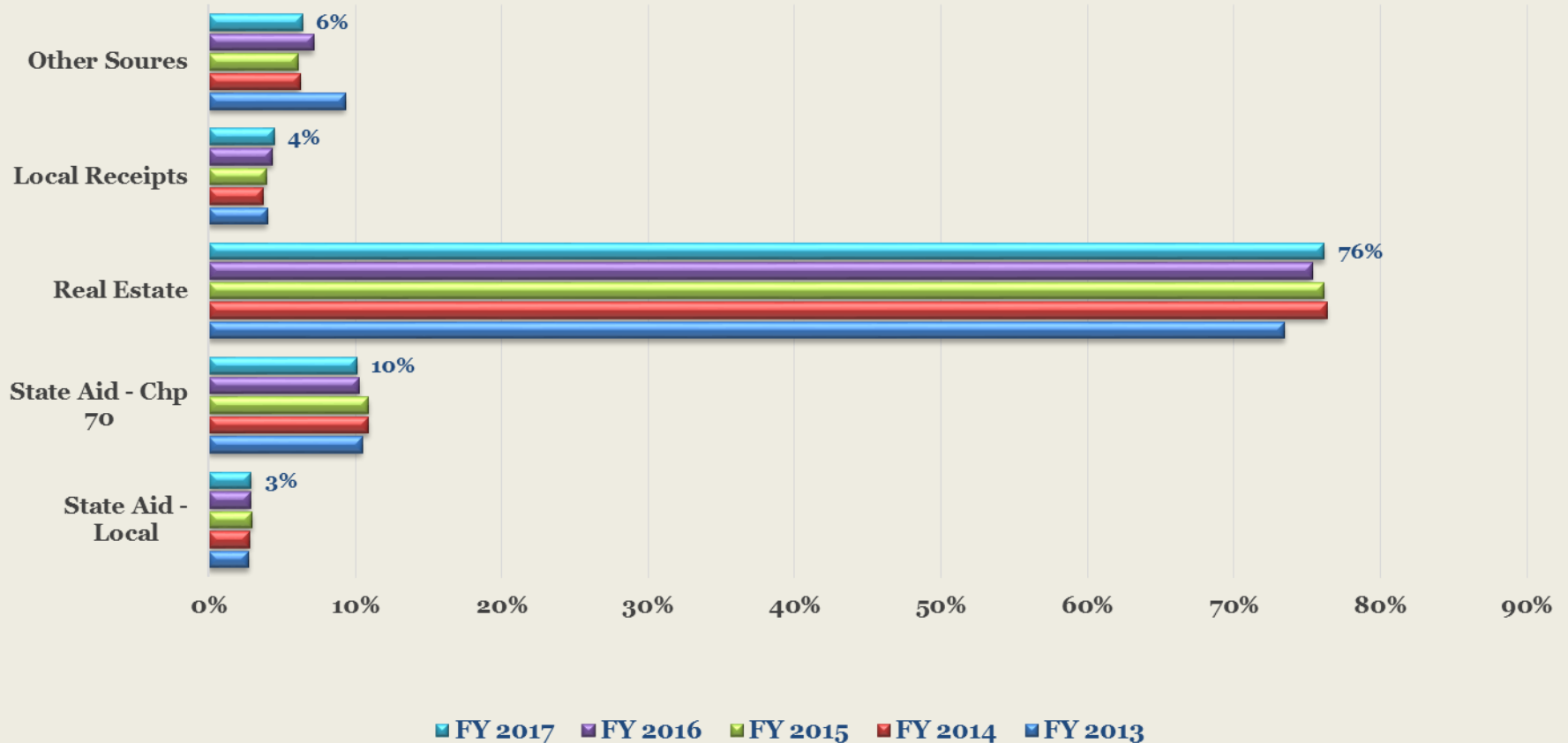
# Revenue Type – 5 Yr Trend Analysis





# Revenue Type - 5 YR Trend Analysis

## Percentage of Revenue - 5 Year Trend





# FY 2017 Budgeted Expenses

## ❑ General Government - \$2,222,437

➤ 1.34% Decrease

## ❑ General Govt. Legal - \$100,000

➤ Level Funded

## ❑ Public Safety - \$7,752,718

➤ 6.3% Increase

## ❑ Education - \$25,296,363

➤ 2.91% Increase

## ❑ Highways & Streets - \$1,284,081

➤ 3% Increase

## ❑ Other Environmental - \$48,491

➤ Level Funded

## ❑ Human Services - \$713,607

➤ 3.7% Decrease

## ❑ Culture & Rec. - \$963,331

➤ 2.94% Decrease

## ❑ Debt & Interest - \$1,397,306

➤ 11.23% Decrease

## ❑ Other Fixed Costs - \$9,027,844

➤ 7.5% Increase

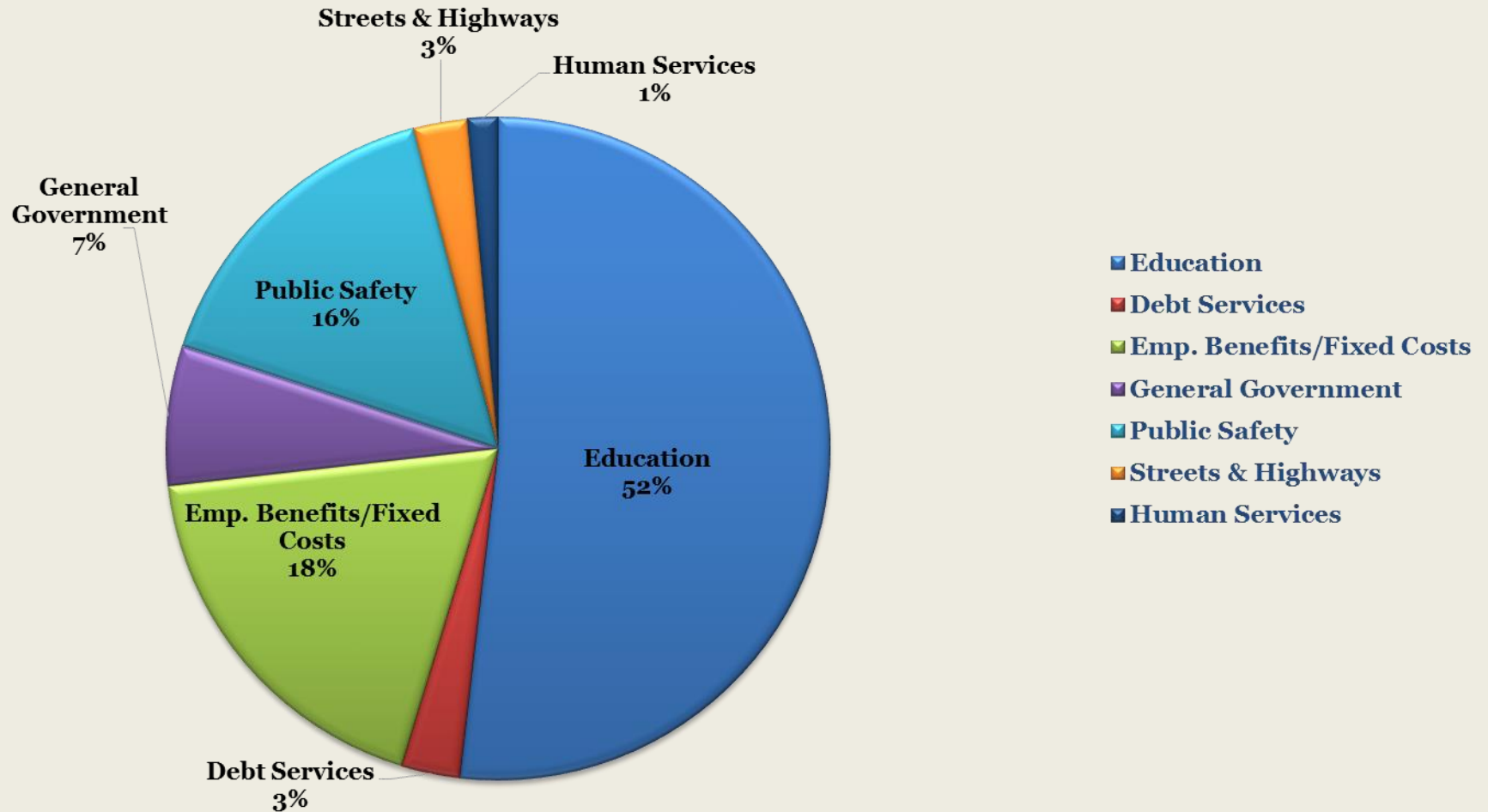
## ❑ Sanitation - \$1,119,546

➤ 4.25% Decrease



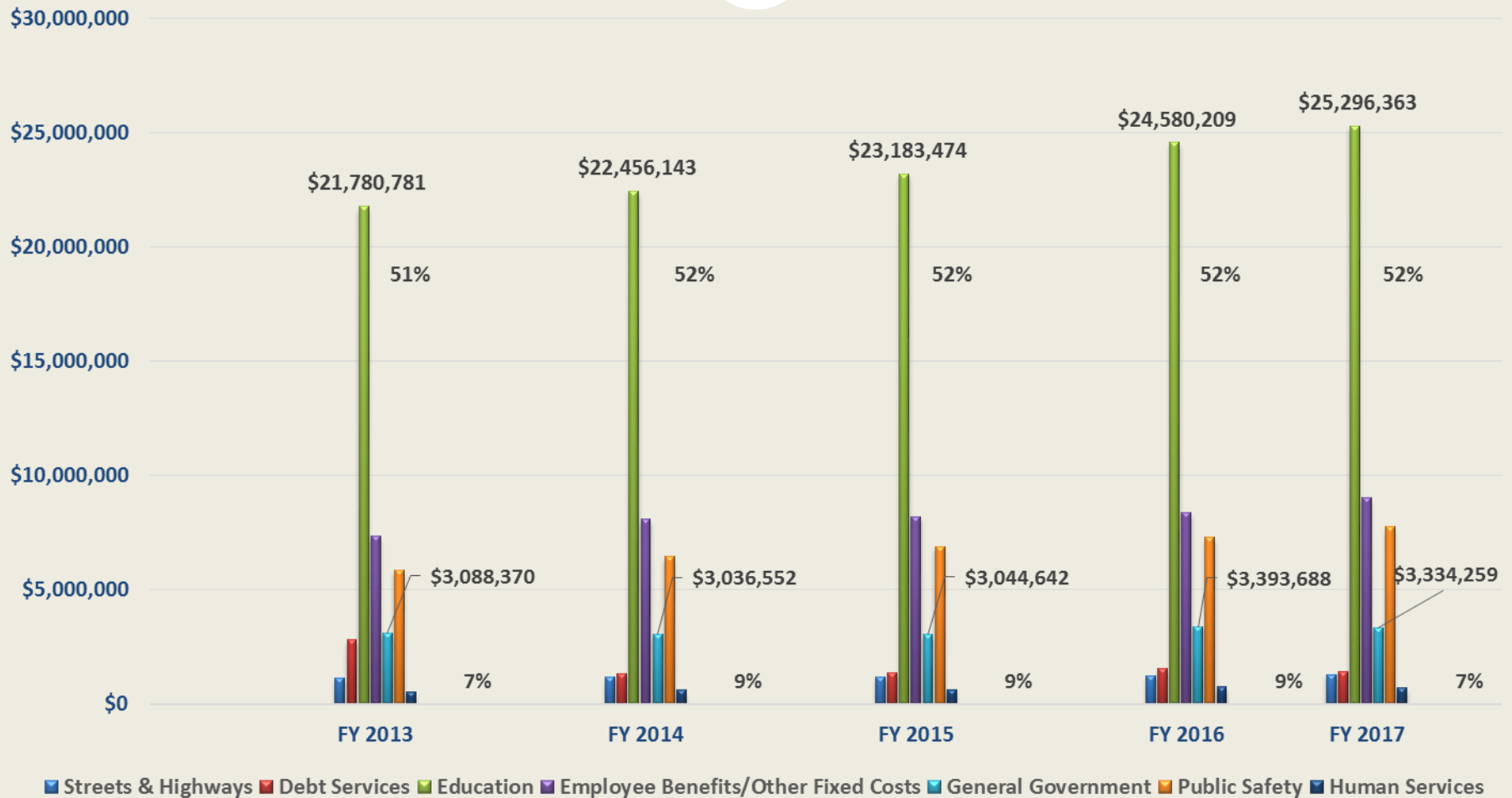


# FY 17 General Fund





# General Fund Expense – Trend Analysis





# FY 2017 General Govt. Highlights



## ❑ **Board of Selectmen- \$24,100**

- No changes

## ❑ **Town Administrator - \$237,896**

- 1.72% budget increase
- Contractual and Collective Bargaining adjustments for 2.5 FTEs

## ❑ **Finance Committee- \$1,500**

- 58.9% budget decrease (\$2,150)
- Wages reduced from \$2,820 to \$1,000
  - ✓ Reimbursement for Bruce Alexander
- Expenses reduced to \$500
  - \$204 for due to the Association of Town Finance Committees (ATFC)



# FY 2017 General Govt. Highlights

## □ Election - \$23,420

- 36.96% Increase (\$6,320)
- 3 Elections
  - Town Election
  - State Primary
  - State Election

## □ Finance Director- \$196,918

- 3.44% budget increase (\$6,541)
- Contractual and Collective Bargaining adjustments for 2 FTE
- Finance Director
  - 95% Salary – General Fund
  - 5% Salary – Sanitation Enterprise Fund
- Clerical weekly hours increased from 33 hours to 35 hours
- \$2,722.66 increase for MUNIS Software Licenses



# FY 2017 General Govt. Highlights



## ❑ **Tax Assessor - \$282,097**

- **3% Budget decrease (\$8,731)**
- **Contractual and Collective Bargaining adjustments for Supervisors & Clerical**
- **Eliminated consultant for Personal Property review for Revaluation Year**
- **Motor fuel reduced to reflect actuals**

## ❑ **Town Treasurer - \$176,556**

- **6.5% budget increase (\$10,774)**
- **Contractual and Collective Bargaining adjustments for Supervisor & Clerical**
- **Removed MUNIS licensing fee (\$1,380) and placed into MIS budget**



# FY 2017 General Govt. Highlights



## ❑ **Tax Title Expense - \$50,000**

- **25% budget increase (\$10,000)**
- **Tax Title Attorney**
- **Collected \$1,313,701 in tax title between FY 12 - FY 16**

## ❑ **Town Clerk - \$124,412**

- **4.93% Budget increase (\$5,840)**
- **Contractual and Collective Bargaining adjustments for staff**
- **Increase costs for M.G.L. update reference books**
- **Increase for conferences and dues**



# FY 2017 General Govt. Highlights



## ❑ **Management Information Systems - \$182,011**

- **14.15% budget decrease (\$29,988)**
- **Services Consultant decreased by \$43,393 bringing budget to \$95,000**
- **Comcast and Broadview lines increased by \$1,300 to \$9,200**
  - ✓ **Accounts for Banna and Senior Center Buildings**
- **Software Licenses increased by \$1,060**
- **GIS Budget Increase by \$8,500 to \$16,500**
  - ✓ **GIS Upgrades and Mapping enhancements**

## ❑ **Zoning Board- \$45,671**

- **4.91% budget decrease (\$2,357)**
- **Collective Bargaining adjustments**
  - ✓ **New employees at lower steps**
- **Expenses reduced to more accurately reflect three year trend**

## ❑ **Planning Board- \$89,097**

- **1.32% budget increase (\$1,164)**
- **Contractual and Collective Bargaining adjustments**



# FY 2017 General Govt. Highlights



## ❑ **Building Operations - \$448,737**

- **7.39% budget decrease (\$35,803)**
- **Gas and Electric readjusted downward to reflect actuals**
  - ✓ **BANNA Fire Station**
    - **Increase in Natural Gas overestimated**
    - **Services Building Maintenance Repair reduced due to warranties**
  - ✓ **DPW Building**
    - **Increase in Natural Gas overestimated**
  - ✓ **Senior Center Building**
    - **\$23,000 Electric**
    - **\$13,000 Natural Gas**
    - **\$2,400 Other Building Supplies**
    - **\$15,000 Building Custodial**

## ❑ **Town Meeting - \$2,200**

- **26.44% budget increase**
- **Salary Line decreased by \$540**
- **Expenses increase by \$1,000 - Printing costs for budgets and warrant articles**





# FY 2017 Public Safety Highlights

## □ **Police - \$3,712,508**

- **7.31% Budget Salary increase (\$228,062)**
  - ✓ Contractual and Collective Bargaining Adjustments for Chief & Adm. Assistant
  - ✓ Decrease in clerical salaries due to retirement of Chief's Adm. Assistant
  - ✓ Sick Leave Replacement/Vacation/OT/Holiday Pay/Uniform pay increases to reflect new staffing levels
  - ✓ \$21,606.71 one-time retirement payout for 2 officers
  - ✓ 1 New officer (\$26,300) – Mid-year hire
  - ✓ Roll over effect on 2 FTEs for mid-year hires
- **New Staffing level at 39 FTEs**
  - ✓ 1 Chief, 1 Captain, 3 Lieutenants, 6 Sergeants , 1 Detective Sergeant, 5 Detectives, 22 Officers
- **Expenses decreased 7.27% (\$28,747)**
  - ✓ Services Radio reallocated \$20,000 to Communication Department
  - ✓ Pre-Employment Services decreased by \$2,500 (\$7,000)
  - ✓ Employment Medical Exams decrease by \$1,000 (\$2,000)
  - ✓ Services-Technology increased by \$1,242 to cover service agreements
  - ✓ Motor Fuel reduced by \$19,200 (\$90,000)
  - ✓ Dues and Subscriptions increased by \$2,500 for SEMLEC
  - ✓ Capital Lease Payment increase \$6,835



# FY 2017 Public Safety Highlights



## □ **Communications - \$736,376**

- **12.5% budget increase (\$81,812)**
- **Salaries increased 6.71%**
  - ✓ **Contractual and Collective Bargaining Adjustments for 9 FTEs**
    - ✓ 2 employees coming off probationary period (10% salary increase)
    - ✓ 1 employee with step increase
  - ✓ **Training line increased to \$5,200**
  - ✓ **Comp Time increase by \$14,000 (\$25,000)**
- **Expenses increased 108.75% (\$40,400)**
  - ✓ **Radio Maintenance – New line \$25,000 (\$20K from Police and \$5k from Fire)**
  - ✓ **Fire Alarm – \$3,300**
    - New line item for maintenance for Vision 21 – reallocated from Fire Department
  - ✓ **Dispatch Equipment increased by \$11,500 (\$32,000)**
    - Cost of adding town video surveillance maintenance and license costs to department



# FY 2017 Public Safety Highlights

## □ Fire - \$2,916,994

- 6.11% budget increase (\$167,998)
- Salaries increased 6.74%
  - ✓ Contractual and Collective Bargaining Adjustments for 2 FTEs
  - ✓ Partial increase a result of 2 mid-year hires in FY 16
  - ✓ 1 new Firefighter
- Increases in EMS Stipend, Education Incentive, Holiday, Uniform Allowance for new hire
- Staffing level at 35 FTEs
  - ✓ 1 Chief, 2 Captain, 4 Lieutenants, 28 Firefighters
  - ✓ Allows for 7 Firefighters per group and 1 Lieutenant
- Expenses Decreased 2.2%
  - ✓ Radio Service - \$5,000 reallocated to Communications Department
  - ✓ Services Phones increased by \$2,300 to cover new monitors on rescues
  - ✓ Fuel reduced by \$8,282
  - ✓ Supplies Fire Alarm - \$3,300 reallocated to Communications Department
  - ✓ Educational Reimbursement increased by \$2,500 (\$4,500) to cover costs per CBA
  - ✓ Equipment Replacement increased by \$7,000 to replace and update major equipment



# FY 2017 Public Safety Highlights



## ❑ **Building Inspector - \$164,173**

- **2.69% decrease (\$4,533)**
- **Contractual and Collective Bargaining Adjustments**
- **\$3,500 in mileage reimbursement eliminated**
- **Adjusted rate for part-time inspectors**
  - ✓ **Old Rate \$22.30 per inspection plus mileage**
  - ✓ **New Rate \$35 per inspection no mileage**
    - ❖ **In line with other communities**

## ❑ **Animal Control - \$141,467**

- **1.31% budget increase (\$1,828)**
- **Contractual and Collective Bargaining Adjustments**
- **Overtime increased**



# FY 2017 Highway & Streets Highlights



## ❑ **Construction Maintenance - \$712,328**

- **2.69% budget increase (\$18,693)**
- **Contractual and Collective Bargaining Adjustments**
- **Services Equipment increase by \$3,000 (\$20,000)**
- **Motor Fuel reduced by \$14,460 (\$40,000)**

## ❑ **Resurfacing - \$133,400**

- **26.57% budget increase**
- **\$28,000 increase for paving (\$60,000)**



# FY 2017 Human Services Highlights



## ❑ **Board of Health- \$160,491**

- .75% Budget decrease (\$1,214)
- Adjustment to Step 1 salary for new Health Agent
- Collective Bargaining adjustment
- Hazzard Clean Up reduced by \$3,000 to reflect three year trend

## ❑ **Human Services- \$231,311**

- 3.21% budget increase
- Contractual and Collective Bargaining Adjustments
- Partial increase from new Assistant Director position mid-year hire in FY 16

## ❑ **Veteran Services - \$308,255**

- 9.64% budget decrease (\$32,904)
- New part-time clerical position increase from 10 hours to 19.5 hours
- Contractual and Collective Bargaining Adjustments
- Fuel Allowance reduced by \$39,085
- Medical Allowance increase by \$61,826
- Emergency housing reduced by \$14,199
- Veteran Services Ordinary Allowance decreased by \$49,083
  - ✓ Current monthly expenditures \$2,605.25



# FY 2017 Culture & Rec. Highlights



## □ **Park & Recreation - \$57,855**

- 2.45% budget decrease (\$1,452)
- Services Other reduced by \$2,500
- Electricity increased by \$790 (\$1,990)

## □ **Library- \$905,476**

- No Collective Bargaining Adjustments
- No new major service initiatives
- SAILS network increase \$1,250
- Computer network maintenance increased \$5,500
- Municipal Appropriation Requirement (MAR) \$906,711
  - ✓ State Certification
  - ✓ State Library Aid
- Materials meet 15% State requirement



# FY 2017 Debt & Fixed Cost Highlights



## ❑ Debt & Interest - \$1,397,306

- 11.23% budget decrease (\$176,685)
- \$3,926 reduction on landfill closure
- \$12,794 reduction on Police Complex
- \$10,000 Aiken School Project
- \$20,000 Middle School Project
- \$152,000 BANS

## ➤ Other Fixed Costs- \$9,027,844

- 7.5% budget increase (\$630,141)
- \$2,341,829 Pension
- \$602,718 Insurance
- \$5,666,297 Health Insurance
- \$417,000 Other





# FY 2017 Education Highlights

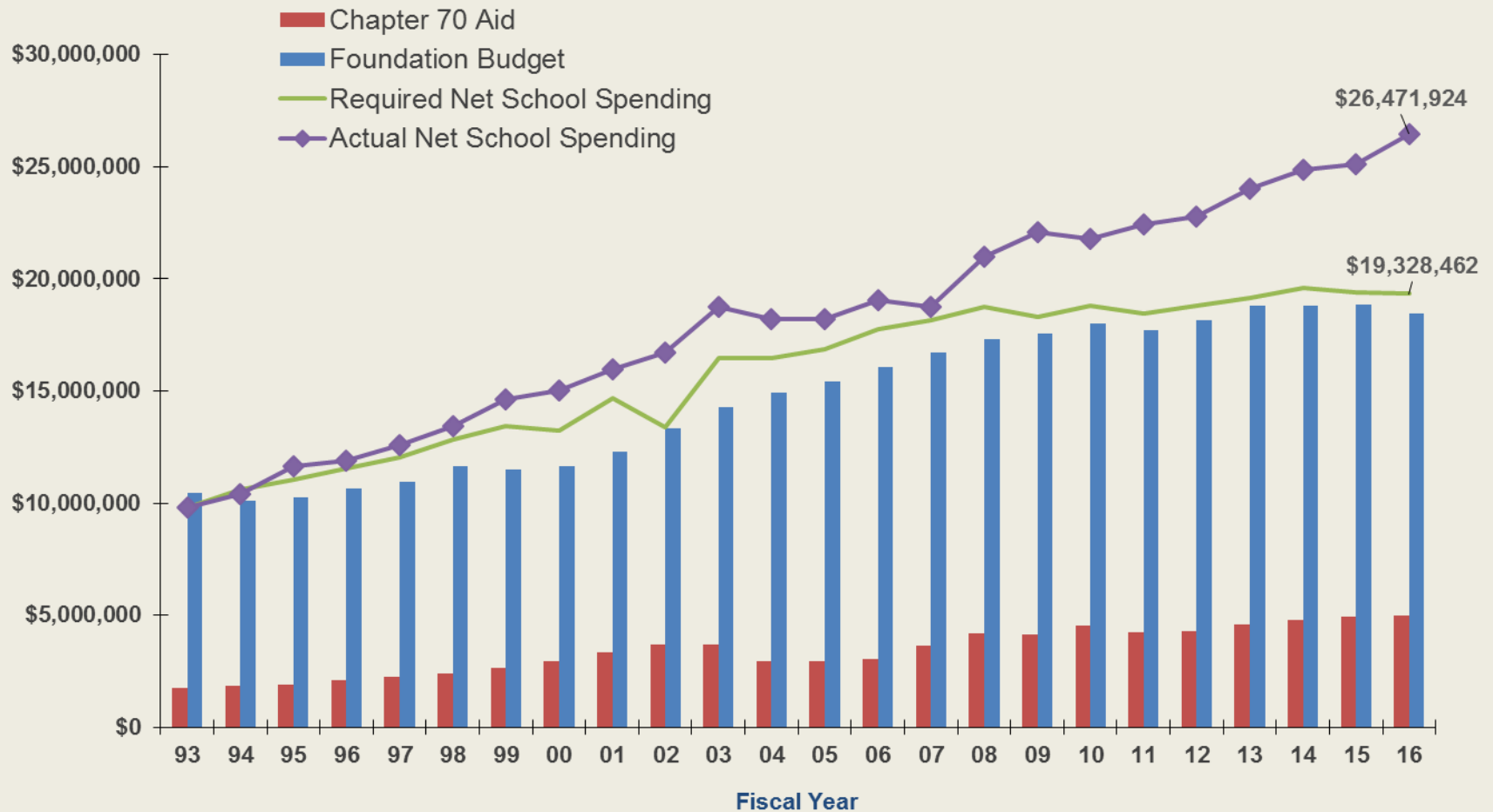


## □ **Seekonk Schools- \$24,261,994**

- **\$788,736 increase from FY 16**
- **Chapter 70 has increased by only \$32,331 (\$5,023,081)**
  - ✓ **79.29% of funding coming from Town**
- **Foundation Enrollment - 1,940 students**
- **Net School Spending Requirement - \$19,334,176**



# FY 17 Education Highlights





# FY 2017 Education Highlights



## □ **Tri County School Assessment - \$1,017,116**

- **6.53% decrease (\$70,948)**
- **104 students**

## □ **Bristol Agricultural - \$17,253**

- **8.65% decrease (\$1,634)**
- **11 Students**



# FY 2017 Sanitation Highlights

## □ Sanitation - \$1,167,675

- 4.03% decrease (\$49,044)
- Landfill- \$228,927
  - ✓ Contractual and Collective Bargaining Adjustments
  - ✓ Landfill monitoring decreased by \$22,520
  - ✓ MWPAT bond reduced by \$1,554
  - ✓ Capital Lease for Front End Loader reduced by \$31,620
- Rubbish Collection/Disposal/Recycling - \$890,619
  - ✓ Contractual and Collective Bargaining Adjustments
  - ✓ Tipping fee increased from \$73/ton to \$74/ton
    - Estimated Tonnage 2,850
- Indirect Costs - \$48,129
  - ✓ 1.32% increase

# Questions

